

APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

DHR

1. GEORGIA DEPARTMENT OF HUMAN RESOURCES

ARCHIVES AND HISTORY

Application Date

Office of the Commissioner
Budget Services Unit-Room 630-H
47 Trinity Ave, S.W.
Atlanta, Ga. 30334

Application Number

75-240-A

Application Number

82-51

Date Received

AUG 31 1982

Date Completed

OCT 29 1982

2. Person to Contact

Working Title

Telephone Number

Diane Champion

Administrative Secretary

656-6472

3. Action Requested

- a. ☐ Establish Retention Schedule; record will continue to accumulate.
b. ☐ Dispose of present accumulation; no further accumulation anticipated.
c. ☒ Amend Application No. 75-240

Change Retention Instructions

Change List Of Inclusive Materials

Check One: ☒ Change; ☐ Supersede; ☐ Void

4. Dates of Series

5. Records Series Title (followed by title used in office; if different)

Earliest Latest

1980

Budget (DHR STATEWIDE) Files

6. Division and Office Function

What is the function of the Division and the Office in which this record series is created?

The Department of Human Resources, through the leadership of the Commissioner, is responsible for planning, organizing, directing, coordinating, and controlling the delivery of services to residents of Georgia. Included are: diagnosis and treatment of mental disorders; control of physical health programs; administration of public assistance programs; Federal Food Programs; administration of the delivery systems for services to indigents, children and adolescents; administration of programs which enable the non-productive members of society (blind, physically and mentally handicapped) to function as productive members of society; administration of programs for the elderly; evaluation of programs of the Department, and suggesting improvements in these programs; and supportive services.

The Budget Services Unit has the responsibility for providing planning and technical assistance to managers and planners for meeting the expectations of the Federally funded comprehensive health planning programs, and to support the Management Team (See Continuation Sheet)

7. Records Series Description

This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.

Documents relating to: planning, coordinating, reviewing, and approving operating budgets for institutions and divisions of DHR, including Hospitals.

Included are: Form 5420(R.4/79) Annual Operating Budget-Page 1; Form 5421(R.7/81) Annual Operating Budget-Page 2; Form 5422(R.7/77) Annual Operating Budget-Schedule 1-Personal Services Detail; Quarterly Allotment Request-Department Summary; Form 5425(R.7/79) Quarterly Allotment Request-Activities Summary, which reflects cumulative actions approved by the analyst on the Operating Budget; Form 5477(R.5/82) Amendment-Annual Operating Budget Department Summary; Form 5478(R.5/82) Amendment-Annual Operating Budget-Activity Financial Summary; Form 5479(R.2/81) Amendment-Annual Operating Budget-Schedule of Federal and Other Funds; supporting documents, OPB forms, which reflect the approval of DHR budget; Breakdown of Grants information sheet; Budget drafts; memos; and related correspondence

The file is arranged : Numerically by activity code

8. Monthly Reference Rate

How often are records referred to which are:

One to six months old _____ ; Seven to twelve months old _____ ; Thirteen to twenty-four months old _____ ; twenty-five months and older _____

9. Annual Rate of Accumulation or Records

Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ ; Other (Specify) _____

(Over)

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy. OPB Publishes information on budgets
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. OPB Publishes Dept. Budgets
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? OPB, Budget Div.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout? printouts included in series

11. Retention Requirements

The following requires the series to be kept:

a. State Law 3 years.
b. Statute of limitation 3 years.
c. Federal law 3 years.

d. Audit period 3 years.
e. Administrative need 5 years.
f. Federal retention instructions 5 years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Administratively, these files are needed for comparison in computing allotment ratios and for audit referral.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

- ☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then, _____
- ☒ Hold in the current files area 2 month(s) _____ year(s); then _____
- ☐ Transfer to local holding area; hold 2 year(s); then _____
- ☒ Transfer to State Records Center; hold 2 year(s); then _____
- ☐ Destroy
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify) _____

Office of Budget Services

Section and Unit Budget Files

Institutional Budget Offices

Division Budget Offices

Cut off file at the end of each fiscal year; hold in current files area 2 years; transfer to State Records Center; hold 2 years; then destroy.

Cut off file at the end of each

fiscal year; hold in current files area 2 years; then destroy. (including all drafts, memorandums and supporting documents)

Personnel Office

Form 5420 (received from Budget Services)

Destroy as soon as pertinent information is recorded.

These instructions apply to all prior and future accumulations

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Natty Rorch</i>	8-17-82	<i>Paul T. Murphy</i>	8/27/82
State Records Committee (Signature) _____ Date _____			
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee <i>[Signature]</i>	<i>[Signature]</i>	10-27-82
	Secretary of State/Designee <i>[Signature]</i>	<i>Edward Ueldon</i>	10/14/82
	Attorney General/Designee <i>[Signature]</i>	<i>[Signature]</i>	10-27-82

#6 Division and Office Function (continued)

in Department-wide planning projects. This office also provides a central authority in the Department to uniformly develop, interpret, manage, and provide assistance in the administration of the Department budget; provides information; maintains a listing of fiscal resources; and acts in the capacity of liaison with the Regional and National Offices of Health and Human Services on Federal Fund projections.



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

Application Date September 18, 1975	INSTRUCTIONS See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE Date Received OCT 10 1975	Application No. 75-240	Date Completed OCT 22 1975
Agency Application No. DHR-1		Person in Contact Mrs. Van Gaines		
Agency Name, Division & Administrative Office Address Georgia Department of Human Resources Office of the Commissioner Planning and Budget Unit - Room 506-S 47 Trinity Avenue, S. W. -- Atlanta, Georgia 30334		Working Title Budget Analyst		
		Tel. No. 656-4343		

ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

Earliest & Latest Dates of Series
1970 to Date

9. Exact Series Title
Budget (DHR State-wide) Files

What is the function of the office in which this record series is created?

The Department of Human Resources, headed by the Commissioner, is responsible for the planning, organizing, directing, coordinating and controlling the delivery of services to the residents of the State of Georgia. Included are diagnosis and treatment of mental disorders; control of physical health programs; administration of public assistance programs, Federal food programs, and medical assistance programs; administration of the delivery systems for services directed to indigents, children and consumer information; administration of programs which enable the non-productive members of society (blind, physically and mentally handicapped) to function as productive members of society; administration of programs for the elderly; evaluation of programs of the Department and suggesting improvements in these programs; and supportive services.

The Planning and Budget Unit has the responsibility for providing planning and technical assistance to managers and planners for meeting expectations of the Federally funded comprehensive health planning programs, and to support the Management Team in Department-wide planning. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to planning, coordinating, reviewing and approving operating budgets for institutions and divisions which comprise the Department of Human Resources (including hospitals).

Included are: See attached list -- also included are:

OAS (6)-71 (Schedule I -- Personnel Services Detail), which gives information as to salaries by quarter.

OAS (6)-73 (Schedule II -- Regular Operating Expense and Line Item Detail), giving information as to operating expenses by quarter.

OAS (6)-70 (Budget Summary), which combines salary and operating expenses, fund source, and explanation of need for budget amounts.

The file is arranged by fund code; thereunder numerically by unit code.

ATTACH SAMPLES OF THE FILE

EQUIPMENT ACQUIRED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers		250			111
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
all information - estimated State-wide				This Year's	Last Year's
			AVERAGE DAILY REFERENCE	Preceding Year's	All Prior Years
				100	50
				10	10